

	<b>Administrative Regulation</b>  <b>Equal Employment Opportunity</b>	<b>Policy #</b>	03-05.02
		<b>Effective Date:</b>	October 28, 2013
		<b>Revision Date:</b>	September 15, 2021
		<b>Owner:</b>	Human Resources

### **Purpose:**

To provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, genetic information, or any other state of federal protected category.

### **Scope:**

This regulation applies to all employees.

### **Policy:**

It is the policy of the City of Springfield to provide equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex (including pregnancy, childbirth and related medical conditions), gender identity, sexual orientation, national origin, ethnicity, mental or physical disability, age (18+), parent with court-imposed medical support order, domestic violence victim status, genetic information, citizenship status, military status, marital status or other legally protected status or activity. It is also the City's policy to respect the right of applicants and employees to oppose practices they feel may be discriminatory and utilize the rights provided to them under equal employment opportunity laws.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the City of Springfield, where employment is based upon personal capabilities and qualifications. Any employee who willfully violates this policy may be subject to disciplinary action including termination of his or her employment with the City

### **Procedure:**

1. Applicable federal and state government posters will be displayed in conspicuous locations where notices to employees and applicants for employment are customarily placed.
2. Recruitment sources authorized to refer applicants will be advised of the organization's commitment to Equal Opportunity Employment.
3. References in notices, advertisements, forms and employment applications shall not indicate any preference, limitation or discrimination based on protected status, with the exception of bona fide occupational qualifications (BFOQ). All employment recruitment advertisements will include the phrase "An Equal Opportunity Employer" or "EOE".

4. It is the responsibility of an employee to bring to the attention of their manager or the Human Resources Department any evidence of discrimination. The matter will be investigated promptly and the appropriate action taken.
5. The City will take appropriate action to ensure that individuals who file complaints, furnish information, or participate in an investigation, public hearing or other activities related to Equal Employment Opportunity law are not subjected to retaliation in any manner.

### **Definitions**

1. “*Bona fide occupational qualifications (BFOQ)*” is a quality or attribute that employers are allowed to consider when making decisions regarding the hiring and retention of employees, a quality when considered in other contexts would constitute discrimination and thus be in violation of civil rights employment law.

### **Resources:**

1. [Americans with Disabilities Act \(ADA\) Administrative Regulation 03-07.02](#)
2. [Investigation Administrative Regulation 03-08.013](#)
3. [Recruitment and Selection Administrative Regulation 03-05.01](#)
4. No Bullying Administrative Regulation (TBD)
5. No Harassment Administrative Regulation (TBD)
6. Reporting Improper or Unlawful Conduct Administrative Regulation (TBD)

**CREATION (Original):**

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
<b>Approved By:</b>	Gino Grimaldi	<b>Dates:</b>	10/28/2013
<b>Author:</b>	Director of Human Resources		
<b>Responsible Party:</b>	Human Resources		
<b>Replaces:</b>	Rule 15 of the Personnel Policy and Procedure Manual		

**PERIODIC REVIEW:**

<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	

**REVISIONS:**

<b>Version #3:</b>	<b>Responsible Party:</b>	Human Resources		
	<b>Revised By:</b>	Chaim Hertz, Director of Human Resources		
	<b>Approved By:</b>	Nancy Newton, City Manager	<b>Date:</b>	Sept. 15, 2021
	<b>Reason/Summary of Changes:</b>	Removed the recruitment for HR to explain EEO at New Hire Orientation. The police will still be given to all new hires.		

<b>Version #2:</b>	<b>Responsible Party:</b>	Human Resources		
	<b>Revised By:</b>	Chaim Hertz, Director of Human Resources		
	<b>Approved By:</b>	Gino Grimaldi, City Manager	<b>Date:</b>	January 29, 2019

	<b>Reason/Summary of Changes:</b>	Replaces admin Reg. 03-11.04 – Equal Employment Opportunity and Anti-Harassment & Discrimination Administrative Regulation. Removes the Anti-Harassment & Discrimination Administrative Regulation language which is now part of the Respectful Place to Work Admin Reg.
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